

## CIVIL CASE INFORMATION STATEMENT (CIS) INSTRUCTIONS

### **CIVIL CASE TYPE**

Please select the appropriate case type from the list below. Enter this information in the designated spaces on the Case Information Statement.

---

### NEW CASTLE CCP - CIVIL JUSTICE

REQUESTED TYPE \_\_\_\_\_

TYPE	KEYWORD	TEXT DESCRIPTION
ADMV	ADMV	APPEAL FROM DECISION OF MOTOR VEHICLE BOARD.
ARBC	ARBC	ARBITRATION CASE, \$15,000.00 OR OVER.
CCPC	CCPC	COURT OF COMMON PLEAS CASE – FILED FOR UNDER \$15,000.00.
CJPA	CJPA	JP APPEAL FILED WITH FEE.
CJPF	CJPF	JP CASE FILED WITHOUT FEE.
DOG	DOG	APPEAL FROM DECISION OF DOG CONTROL PANEL.
MHAB	MHAB	HABITUAL OFFENDER PETITION.
MNAM	MNAM	CHANGE OF NAME PETITION.

### **DUTY OF THE PLAINTIFF**

Each plaintiff/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the complaint.

### **DUTY OF THE DEFENDANT**

Each defendant/counsel shall complete the attached Civil Case Information Statement (CIS) and file with the answer and/or first responsive pleading.

**CIVIL CASE INFORMATION STATEMENT (CIS)  
COURT OF COMMON PLEAS**

COUNTY:    N        K        S

CIVIL ACTION NUMBER: \_\_\_\_\_

Civil Case Type: \_\_\_\_\_  
(SEE REVERSE SIDE FOR TYPE)

<p>Caption:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name and Status of Party filing document:</p> <p>_____</p> <p>DOCUMENT TYPE: (E.G.; COMPLAINT; ANSWER WITH COUNTERCLAIM)</p> <p>_____</p> <p>Non-Arbitration _____ (CERTIFICATE OF VALUE MAY BE REQUIRED)</p> <p>Arbitration _____ Mediation _____ Neutral Assessment _____</p> <p>Defendant (Circle One)    <b>ACCEPT</b>    <b>REJECT</b></p> <p>JURY DEMAND    YES _____ NO _____ If Yes – please attach \$175.00 filing fee for Prothonotary.</p>
<p>ATTORNEY NAME(S):</p> <p>_____</p> <p>ATTORNEY ID(S):</p> <p>_____</p> <p>FIRM NAME:</p> <p>_____</p> <p>ADDRESS:</p> <p>_____</p> <p>_____</p> <p>TELEPHONE NUMBER:</p> <p>_____</p> <p>FAX NUMBER:</p> <p>_____</p> <p>E-MAIL ADDRESS:</p> <p>_____</p> <p>_____</p>	<p>IDENTIFY ANY RELATED CASES NO PENDING BY CAPTION AND CIVIL ACTION NUMBER:</p> <p>_____</p> <p>EXPLAIN THE RELATIONSHIP(S):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OTHER UNUSUAL ISSUES THAT AFFECT CASE MANAGEMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH PAGE)</p>
<p>THE CLERK WILL NOT PROCESS THE COMPLAINT, ANSWER, OR FIRST RESPONSIVE PLEADING IN THIS MATTER FOR SERVICE UNTIL THE CASE INFORMATION STATEMENT (CIS) IS FILED. THE FAILURE TO FILE THE CIS AND HAVE THE PLEADING PROCESSED FOR SERVICE MAY RESULT IN THE DISMISSAL OF THE COMPLAINT OR MAY RESULT IN THE ANSWER OR FIRST RESPONSIVE PLEADING BEING STRICKEN.</p>	